

GUIDELINES FOR TRADERS

Thriplow Daffodil Weekend 2024

Please carefully read through the following guidelines, along with the terms and conditions

General information

- **Getting here:** for sat navs – use postcode **SG8 7RD (Middle Street, Thriplow)**
- The Stalls Team (Alastair, Sarah and Laura) and other members of The Daffodil Weekend Team will be available to assist you throughout the weekend. Look out for the yellow tabards
- Remember your **pitch number and bring the stalls map** with you
- Parking passes are provided for the stallholder and staff members
- Please be ready to show all necessary documentation:
 - All exhibitors must have Public Liability Insurance
 - A risk assessment will be required for attractions and food traders
 - Food traders must have a valid Food Hygiene Certificate
 - Traders must have current electrical and gas safety certificates for their stalls, units or vehicles where appropriate
 - Traders selling alcohol must have a Temporary Event Notice on display
 - Traders must show the person running the stall has a valid right to work in the UK
- Pitches are marked out in 3m x 3m sections indicated with spray paint on the ground. Pitch maps will also be attached to marquees
- Please stick to your allocated space and keep your stall tidy at all times
- It is a requirement that you attend the show on both days
- Please provide your own tables, chairs and gazebos where appropriate. We are unable to provide any equipment
- The Event Manager and Safety Manager will be located at the **Information Caravan opposite the village shop**

- **St John Ambulance** will be on The Green, opposite the Smithy
- In an emergency, the Event Manager and St John Ambulance can be contacted by radio. Committee members have radios, as will our tearoom volunteers, located at the School Hall, Village Hall and Cricket Pavilion
- In the event of fire, all marquees are equipped with a CO2 fire extinguisher and should only be operated by a competent person
- The Safety Manager advises that in the event that the extinguisher does not control the fire, everybody should locate to a safe distance before calling the fire brigade
- The camping area is located in the stall holder's car park. **Those vehicles staying overnight are asked to park on the left or right hand side of the meadow and not at the far end of the meadow overlooking resident's properties**
- Camping facilities are basic: a portable toilet is on site; power is not provided; please bring your own water supply. Do not leave your rubbish behind - please take your rubbish away with you to dispose of at home.

Tidy-up

- **It is a requirement that all stallholders keep their area free of litter at all times and all rubbish is removed off-site at the end of the event. Thank you**

Setting up

Friday set-up hours:

Children's area & Taste of Thriplow, School Lane

(shaded in dark green on stallholders map)

- 10 am - 3 pm
- 4.30 pm - 7 pm
- 3 pm - 4.30 pm *school pick-up hours, do not arrive/leave at this time*

The Green, Cricket Pitch, Pegg's Close, Country Thriplow, Vintage Thriplow

(shaded in pale green on stallholders map)

- 12 noon - 7pm

Saturday set-up hours for all areas:

- 6 am - 9.30 am

Traders who are located on **The Green** area are advised that, due to wet ground, vehicles will not be allowed to park on the grass during set-up/set-down.

Thriplow is a small village and space is limited. **Be mindful of residents needing access to their properties; please do not block their access at any time**

Trading Hours and Parking:

- The event is open between 10am and 5pm. Please be ready to start trading by 10am
- Once set-up is complete, vehicles must be moved to the stallholder car park before 9.30am. **Access to this area will be closed between 9.30am and 5pm**
- The stallholder car park is on Pegg's Close, Middle Street. One vehicle per exhibitor is allowed to park in the stallholder car park. All other vehicles, including staff, must park in the public car parks. Parking is free of charge with a pass. The public car parks are located on Church Street and Farm Lane. Disabled parking is on the Cricket Meadow

- Stallholders on the Cricket Pitch may park alongside the marquee in this location
- Do not vacate your pitch until the event has closed i.e. 5pm
- Trading is not allowed beyond 5pm

Power, water and security

- Pre-booked electricity is available for lighting & credit card charging use only in the marquee on Pegg's Close. Power is not available in any other areas apart from Taste of Thriplow
- Pre-booked power is available for catering vans on the Taste of Thriplow area
- For those who have pre-booked power, please **bring your own extension leads**, as we cannot guarantee you will be close to a power socket
- Catering vans in other locations, will need to provide their own (quiet) generator
- Water is available on the Taste of Thriplow site only
- We do not have overnight security and strongly advise **not leaving stock unattended overnight**

March 2024

The Daffodil Weekend Team